

Security Information

DD/A DAILY ACTION SUMMARY

16 July 1953

25X1

Originating Office

Subject

Action

SA/DD/A: []
15 July 1953

Memorandum for [], subject:
"Special Pass, PRESIDENT'S COMMITTEE ON
INTERNATIONAL INFORMATION ACTIVITIES."
ER-4-3415

Orig. with Pass
No. J 0350 for-
warded to addressee,
1 cc to RDHH, 1 cc
in DD/A files.

DCI
11 July 1953

Check in the amount of \$78.85 payable to
the order of [] signed by DCI.

Forwarded to the
Comptroller by
RDHH. The Agency
will transfer an
amount equivalent
to this check to
The Miscellaneous
Receipts Account
of the U. S. Treas-
ury.

A-DD/A

Blanket Travel Order for the Chief, Medical
Staff, for the Period 15 July 1953 through
30 December 1953.

Approved by A-DD/A.

A-DD/A
16 July 1953

Memorandum for Personnel Director, subject:
"Part-time and Summer-only Employment,"
stating that in reference to memorandum dtd
22 June 53 to DD/A fr AD/P, same subject,
no individual employed under stated policy
will be assigned duties in DD/P Offices or
in the Office of Current Intelligence.
ER-4-3418

0 & 1 forwarded to
addressee, 1 cc each
to C/MS, D/S, Comp,
Gen Coun, D/Trg,
2 cc in DD/A files.

SA/DD/A: []

Memorandum for General Counsel; Chief,
Logistics Office; Comptroller; subject:
"Weekly Newsletter," stating that on
suggestion of A-DD/A each addressee be put
on mailing list to receive Impact each
week.

Necessary arrange-
ments made by RDHH.
0 forwarded to
Gen Coun, 1 cc each
to C/LO and Comp.

ER-4-3428

Personnel Director
9 July 1953

Memorandum for the record, subject: "Con-
ference with State Department," concerning
the establishment of a method by which the
State Department and the Agencies utilizing
State Department services could discuss
mutual problems.

Signed by DCK for
A-DD/A 16 July 1953
and returned to
Personnel Director.

ER-4-3353

~~TOP SECRET~~

Security Information

<u>Originating Office</u>	<u>Subject</u>	<u>Action</u>
General Counsel 13 July 1953	Memorandum for Assistant Director (Personnel), subject: "Medical Support and Proposed Amendments to CIA Act of 1949," recommending that this is a matter for study within the Personnel Division for possible inclusion in the over-all personnel and career service legislative requirements. ER-4-3348	Noted by RDH ^{LKW} and signed by DCK for A-DD/A 15 July 1953. Returned to Gen Coun. 25X1
Assistant Director for Operations 13 July 1953	Memorandum for Chief, Contact Division, subject: "Employment of [redacted] ER-4-3378	Signed by DCK for A-DD/A 15 July 1953, and forwarded to Personnel Director for information and appropriate action. 25X1
Chief, Logistics Office 8 July 1953	Memorandum for Comptroller, subject: "Commen- dation of [redacted] ER-4-3297	Noted by A-DD/A 16 July 1953 and returned to Comp for inclusion in [redacted] personnel file. 25X1
Chief, Personnel Procurement Div. 10 July 1953	Memorandum for Personnel Director, subject: "Current Information on State Department RIF." ER-4-3412	Noted by A-DD/A 16 July 1953 and returned to Mr. Meloan.
SA/DD/A: [redacted] 6 July 1953	Memorandum for A-DD/A, subject: "Proposed Notice No. [redacted] TRANSMISSION OF DOCUMENTS AND ATTACHMENTS." ER-4-3087	Noted by A-DD/A 16 July 1953, stating that he does not agree that an Agency Notice is the appropriate medium for communi- cating these instructions. Returned to Mr. [redacted] 25X1
Assistant Director for Operations 14 July 1953 25X1	Memorandum for DD/A, subject: "Temporary Augmentation of FBID Ceiling," requesting that the ceiling imposed by the 30 June 1953 freeze be raised to provide for eight [redacted] construction positions. ER-4-3377	Approved by A-DD/A 15 July 1953. O forwarded to Personnel Director, 1 cc to Assistant Dir. (Operations, 1 cc in DD/A files.

~~TOP SECRET~~
Security Information

25X1

Originating OfficeSubjectAction

A-DD/P
14 July 1953

Memorandum for DD/I and DD/A, subject:
[redacted]
TS

Hand-carried to
[redacted] by RDHH for
review and return.

SA/DD/A; [redacted]
12 June 1953

Memorandum for A-DD/A, subject: "Staff
Studies," concerning publication of a new
Regulation setting forth the principles
contained in Regulations [redacted]
and Agency Notice [redacted]
ER-4-2235

A-DD/A made one
minor change, para.
3a, and OK'd for
coordination as
amended. Forwa
to [redacted]
25X1

Authorized Certifying Officer, Finance
Division
7 July 1953

Memorandum for Chief, FE Division, subject:
[redacted] - Outstanding Advance,"
concerning repayment of \$8,390.30 to the
Finance Division.
ER-4-3290

Forwarded to CQA/DDP
for his information,
with A-DD/A's
request to look into
the matter in view
of para. 5 of the
memorandum.

Forwarded to
Chief, WE for
assignment of a
dispatch number
and preparation for
pouching. Released
by [redacted]
A-DD/A, 1 cc in
DD/A files

PRC
1 July 1953

PRC Procedures Memorandum, subject:
"Submission of Projects for PRC Considera-
tion."
ER-4-2915

Forwarded to Mr.
[redacted] noting
that it meets
DD/A needs generally
except for 2 minor
changes.

Chief, General
Services Office
24 June 1953

Memorandum for DD/A, subject: "Administra-
tive and Technical Study of NIS."
ER-4-2656

Forwarded to Chief,
General Services
Office; approved
by A-DD/A with the
understanding that
appropriate details
are worked out
satisfactorily with
GPO and that unre-
solved points will
be brought to DD/A
for action, 1 cc in
DD/A files.

Security Information

<u>Originating Office</u>	<u>Subject</u>	<u>Action</u>
Personnel Director 3 July 1953	Memorandum for A-DD/A, subject: "Proposed Agency Notice Relative to Housing Information Service." ER-4-3001	Returned to Personnel Director by DCK for resubmission after the organizational and physical consolidation of the Personnel Office.
Acting Chief, Office of Administrative Planning 15 July 1953	Letter to A-DD/A ^{acknowledging} in reply to letter of 1 July 1953 concerning length of time original records should be retained before they are destroyed. ER-4-3441	Forwarded by RDHH to Comptroller for his information in reference to letter to Comp. General, GAO, from A-DD/A, 1 July 1953.
25X1 [Redacted] Acting Chief, PAPS, DD/A 29 June 1953	Memorandum to DD/P, subject: "Recommended Administrative Plan for IO Division" [Redacted] ER-4-2922	Approved by A-DD/A 16 July 1953 and forwarded to DD/P Admin.
A-DD/A 16 July 1953	Memorandum for Comptroller, subject: "Reduction in Personnel by Printing and Reproduction Division Resulting from Installation of Equipment." ER-4-3384	Signed by A-DD/A, forwarded O to Comp., 1 cc with att to C/GS, 1 cc to Pers. Dir., 2 cc w/att in DD/A files.
25X1 [Redacted]	Memorandum for President, Potomac Recreation Association, subject: "Nominations of New Officers." ER-4-3429	Signed by DCK, O w/att forwarded [Redacted] 25X1
25X1 [Redacted]		Orig. forwarded to addressee, 1 cc to COA/DDP, 1 cc w/Personnel folder & basic corres. to OPD, 2 cc DD/A 25X1 files, Cable to [Redacted]
Chief, General Services Office 24 June 1953	Memorandum for DD/A, subject: "Administrative and Technical Study of FBIS Publications." ER-4-2654	[Redacted] attached, for dispatch. O & 1 cc w/att forwarded to C/GS from A-DD/A with approval.